

14 JAN 1960

MEMORANDUM FOR: Executive Assistant to the DD/S

SUBJECT : Jet Travel

1. In line with our recent conversations on the above subject, there is attached hereto for necessary coordination and release a proposed Agency Notice concerning jet travel. The purpose of the proposed Notice is to clarify some of the points now in question concerning the use of jet aircraft, in order to insure a reasonable degree of consistency in the travel orders initiated by the various authorizing officers.

2. The instructions contained in this proposed Notice are consistent with the policy and procedures contained in Agency [redacted] and are also in line with the instructions for use of jet travel contained in Foreign Service Travel Regulations 180 FSTR 4.53, a copy of which is attached.



Assistant SSA-DD/S

Attachments:

1. Proposed Notice re subject.
2. Copy of 180 FSTR 4.53.

ASSA-DD/S:FPB/ms (14 Jan 60)

Distribution:

- Orig. & 1 - Addressee, w/2 cys of ea. Att.
- 1 - FPB Chrono, w/Atts.
- 1 - SSA-DD/S Subject, w/Atts.

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See copy IN 28994 1/13/60